



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
HEADQUARTERS US ARMY GARRISON
2837 BOYD AVENUE
FORT HUACHUCA ARIZONA 85613-7001

03 MAY 2005

ATZS-CDR

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: POLICY 030 – Key Control for Installation Perimeter Gates

1. Reference AR 190-51, Security of Unclassified Army Property (Sensitive and Nonsensitive), 30 Sep 93.
2. The purpose of this policy letter is to establish key control of perimeter access control points and ensure 100 percent accountability of keys and locks in accordance with AR 190-51, Appendix D.
3. The Directorate of Plans, Training, Mobilization, and Security (DPTMS), Force Protection Office is the issuing agency for keys to the perimeter gates. This office will be the approving agency for determining who has and needs access through a number of perimeter gates. Keys will be issued on a need to have basis. The Force Protection Office requires all activities to submit a written request with justification for access to a specified gate(s) and number of keys. If the request is approved, notification will be made to the requestor and the required documentation will be executed for keys. There will be a semi-annual requirement to conduct and inventory keys by the key custodian.
4. Directorates will adhere to the specific guidelines for the accountability and security of keys issued, which may be found in appendix D, AR 190-51. If a key is lost or stolen, the Directorate will immediately notify the key custodian.
5. At no time will an activity, facility or unit affix a combination lock or padlock to any perimeter gate without coordination and consent of the key custodian.
6. The proponent for this policy is the Directorate of Plans, Training, Mobilization, and Security, US Army Garrison, Fort Huachuca, AZ 85613-7009.


JONATHAN B. HUNTER
COL, MI
Commander, US Army Garrison

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